

GENERAL SERVICES ADMINISTRATION

Federal Supply Service *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is:
<http://www.GSAAdvantage.gov>.

Schedules for - Instructor Led Training and Course Development
Federal Supply Group: 874 Mission Oriented Business Integrated Services (MOBIS)
Contract Number: GS-02F-0148U
For more information on ordering from Federal Supply Schedules,
click on the FSS Schedules button at <http://www.fss.gsa.gov>.
Contract Period: September 10, 2008 through September 10, 2018
Price list Effective April 8, 2013

Contractor: Jack Donovan Seminars
11201 McGee Way
Ellicott City, MD 21042

Business Size: Small Business

Telephone: (410) 715-0504
FAX Number: (410) 715-0503
Web Site: www.jdseminars.com
E-mail: jdseminars@aol.com
Contract Administration: Jack Donovan

Jack Donovan Seminars is a global provider of integrated training, consulting, and course development dedicated to improving the Federal procurement process. We have been creating measurable results for the Federal Government since 1984. Specializing in Federal acquisition and project management, Jack Donovan Seminars is dedicated to providing value-added, cost-effective, tailored training, and related services that improve procurement processes.

Jack Donovan quality training programs can be purchased through GSA FSS Contract under Schedule 874-4 MOBIS – Instructor Led Training

CUSTOMER INFORMATION:

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s): 874-4.**
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item: N/A**

2. **Maximum Order:** \$1,000,000
3. **Minimum Order:** \$100
4. **Geographic Coverage (delivery Area):** FOB Destination worldwide
5. **Point(s) of production (city, county, and state or foreign country):** Ellicott City, Maryland
6. **Discount from list prices or statement of net price:** Government Net Prices (discounts already deducted). See prices attached
7. **Quantity discounts:**

Quantity discounts for the dollar amounts indicated below for any single organization within a calendar year:

 - a. \$50,000 – 2%
 - b. \$100,000 – 3%
 - c. \$250,000 – 4%
 - d. \$500,000 – 5%
8. **Prompt payment terms:** 5%- 15 days (not applicable to purchase card payments)
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: N/A
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: N/A
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment address(es):** Jack Donovan Seminars, 11201 McGee Way, Ellicott City, MD 21042 (See contractor’s Central Contract Registry file for EFT Payment information)
15. **Warranty provision:** Contractor’s Standard Commercial Warranty
16. **Export Packing Charges (if applicable):** N/A

- 17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Cards accepted; no additional terms and conditions; see items 9a. and 9b.
- 18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. **Terms and conditions of installation (if applicable):** N/A
- 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
- 21. **List of service and distribution points (if applicable):** N/A
- 22. **List of participating dealers (if applicable):** N/A
- 23. **Preventive maintenance (if applicable):** N/A
- 24a. **Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at:** www.Section508.gov/. N/A
- 25. **Data Universal Numbering System (DUNS) number:** 175379650
- 26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Currently registered
- 27. **Uncompensated Overtime (Indicated if used):** N/A
- 28. **Cancellation and Rescheduling Policy:** Classes may be canceled or rescheduled at no charge with a minimum written notice of 30 calendar days prior to the class start date. Classes canceled or rescheduled between 15-29 calendar days prior to the class start date will incur a fee equal to 50% of the course price. Classes canceled or rescheduled between 0-14 calendar days prior to the class start date will incur a fee equal to 100% of the course price. Classes started but not completed due to inclement weather will be invoiced and payable in full at the agreed price plus any costs incurred for delivering make-up days.

JACK DONOVAN SEMINARS PRICE LIST

SIN 874-4	COURSE TITLE	Course Length	Maximum Number of Students (No minimum)	Price Per Person in excess of maximum participants	GSA PRICE
Course Number					
100	CONTRACTING OFFICER REPRESENTATIVE (COR)/CONTRACTING OFFICER TECHNICAL REPRESENTATIVE (COTR)/PROJECT OFFICER (PO) TRAINING				
101	COTR/Project Officer Basic Course	5 day	15	\$900	\$16,321
102	COTR/Project Officer Refresher	1 day	15	\$900	\$5,440
103	Project Management for Managers	5 days	15	\$900	\$16,321
104	Advanced COTR/Project Officer Course	5 days	15	\$900	\$16,321

200	FEDERAL REAL PROPERTY LEASING COURSES				
201	Federal Real Property Leasing	5 days	15	\$900	\$16,321
202	Federal Real Property Lease Law	5 days	15	\$900	\$16,321
203	Federal Real Property Lease Administration	5 days	15	\$900	\$16,321
204	Cost and Price Analysis of Lease Proposals	5 days	15	\$900	\$16,321
205	Techniques of Negotiating Real Property Leases	5 days	15	\$900	\$16,321
206	Construction Contracting for Leasing Professional	5 days	15	\$900	\$16,321
207	Federal Real Property Lease Source Selection	5 days	15	\$900	\$16,321
300	ACQUISITION AND CONTRACTING				
301	“Stay in Your Lane” Source Selection Strategies	2 days	25	500	\$9,974
302	Basic Writing Performance Work Statements	5 days	25	\$900	\$16,321
303	Writing Performance Work Statements Short Course	3 days	25	\$750	\$11,788
304	Performance Based Contracting	5 days	25	\$900	\$16,321
305	Cost Reimbursement Contracting	5 days	25	\$900	\$16,321
306	Market Research	2 days	25	500	\$9,974
307	Preparing Quality Assurance Surveillance Plans (QASPs)	3 days	25	\$750	\$11,788
308	GSA MAS Procurements	5 days	25	\$900	\$16,321
309	GWACs, IDIQs, and GSA Schedules	5 days	25	\$900	\$16,321
310	Conducting Market Research	2 days	25	500	\$9,974
311	Selecting Contract Type	3 days	25	\$750	\$11,788
312	Commercial Item Contracting	2 days	25	500	\$9,974
313	Writing Acquisition Plans	2 days	25	500	\$9,974
314	Writing Statements of Objectives (SOO)	3 days	25	\$750	\$11,788
315	Appropriations Law	4 days	30	\$750	\$14,508
316	Preparing the Independent Government Estimate (IGE)	3 days	25	\$750	\$11,788
320	Advanced Simplified Acquisition	5 days	30	\$500	\$16,321
400	“JUST IN TIME” COURSES				
401	Appropriation Law Overview	1 day	25	\$300	\$5,440
402	Construction Contracting Clauses	1 day	25	\$300	\$5,440
403	Contract Claims Overview	1 day	25	\$300	\$5,440
404	Contract Type Decision Making	1 day	25	\$300	\$5,440
405	Converting Statements of Work to Performance-based	1 day	25	\$300	\$5,440
406	Determining Evaluation Factors and Proposal Instructions	1 day	25	\$300	\$5,440
407	Developing the Independent Government Estimate	1 day	25	\$300	\$5,440
408	Documenting “Best Value/Tradeoff”	1 day	25	\$300	\$5,440
409	Documenting Price Reasonableness	1 day	25	\$300	\$5,440
410	Equitable Adjustments	1 day	25	\$300	\$5,440
411	FAR Overview for Federal Employees	1 day	25	\$300	\$5,440
412	Avoiding FAR 15 in GWACs and GSA Schedule Buys	1 day	25	\$300	\$5,440
413	Surveillance of “Best Effort” Contracts	1 day	25	\$300	\$5,440
414	Negotiation Techniques Review	1 day	25	\$300	\$5,440
415	Simplified Acquisition Techniques	1 day	25	\$300	\$5,440
416	Source Selection (FAR 15.3) Overview	1 day	25	\$300	\$5,440
417	Streamlined Request for Quotes (RFQ) Formats	1 day	25	\$300	\$5,440
418	Writing Acquisition Plans	1 day	25	\$300	\$5,440
419	Writing Quality Assurance Surveillance Plans (QASP)	1 day	25	\$300	\$5,440
420	Converting Labor-Hour Contracts to Firm-fixed Price	1 day	25	\$300	\$5,440
421	Techniques for Avoiding Labor-Hour Contracts	1 day	25	\$300	\$5,440
422	Earned Value Management	1 day	25	\$300	\$5,440
500	Course development as identified by customer				\$150/hour

Prices include all costs for textbooks, supplies, and certificates. Cost of travel and per diem billed separately at cost for courses outside the Washington DC metropolitan area and overseas. For overseas orders, additional shipping charges for class materials will be billed at cost.